

DEPARTMENT OF STATE TREASURER  
INVESTMENT MANAGEMENT DIVISION  
FIXED INCOME SECTION  
LONG-TERM INVESTMENT FUND

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

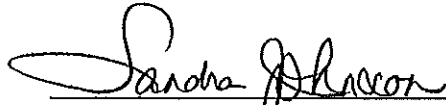
LONG-TERM INVESTMENT FUND


do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

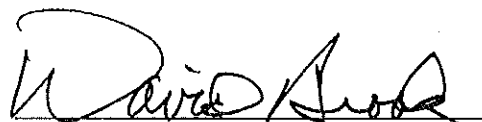
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

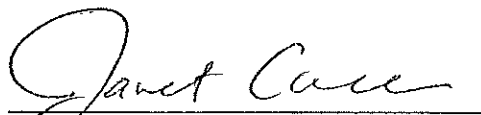
APPROVAL RECOMMENDED

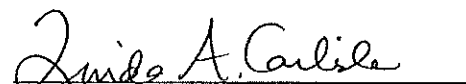
  
Sandra Johnson,  
Chief Record Officer

  
Jay Chaudhuri, General Counsel  
Department of State Treasurer

  
David Brook, Director  
Division of Historical Resources

APPROVED

  
Janet Cowell, State Treasurer  
Department of State Treasurer

  
Linda A. Carlisle, Secretary  
Department of Cultural Resources

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**ITEM 48192. EXCHANGE/CONSENT INSTRUCTIONS FILE.** Records in paper and electronic formats concerning exchange/consent instructions. File includes voluntary corporate action notices for Fixed Income Securities. (Comply with applicable provisions of G.S. 132-1.2 (2) regarding confidentiality of account numbers for electronic payment.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records once printed and interfiled, and when reference value ends. Transfer remaining paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**ITEM 48193. INVESTMENT ADVISORY BOARD DOCUMENTS FILE.** Records concerning the Investment Advisory Board. File includes reference copies of Fund Manager documents such as performance charts, and reference copies of reports disseminated at Investment Advisory Board Meetings, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**ITEM 48194. SECTION CORRESPONDENCE FILE.** Correspondence in paper and electronic formats from financial institutions sent to the Fixed Income Director concerning section and topics of interest such as stock exchanges and responses prepared by the Long-term Investment Fund. File also includes staff travel information, electronic activity reports, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for ten years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office remaining paper and electronic records after 5 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office upon completion of action and resolution of issues involved.

**ITEM 48195. TRADE TICKETS/CONFIRMATIONS FILE.** Daily forms indicating securities purchased, sold, and called for the various investment portfolios. (Confirmations from a broker are attached to each form.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years and when released from all audits, whichever occurs later.